

**APPROVED 9/3/2002**

State of Texas  
Records Retention Schedule

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Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

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304 - BUREAU OF EMERGENCY MANAGEMENT

	2029	PACKAGE DISASTER HOSPITAL	US		US	O	P	
1.1	1204	MEDICAL ADVISORY BOARD RECORDS (YESSES & NOS) INTEFILED ALPHA	6M	1Y6M	2	C	P	00-501-310
1.1	1319	MEDICAL ADVISORY BOARD (YESSES & CLOSEOUTS) CASE # ORDER	6M	1Y6M	2	C	P	00-501-311
1.1	1754	RETURNED CERTIFIED EMERGENCY SUSPENSION LETTERS	2		2	O	P	
1.1	2229	PILOT EXAM RECORDS	AC+3		AC+3	C	P	
1.1	2238	BATCH TEST RESULTS	4		4	C	P	
1.1	3589	DPS SPOT CHECKS	1	6	7	C	P	01-501-315
1.1	3590	RECIPROCITY VERIFICATION FORMS	1	6	7	C	P	01-501-316
1.1	3591	TWO-YEAR CONTINUING EDUCATION SUMMARY/CLEARED/EMERGENCY SUSPENSION LETTERS	6 MOS	6Y6MOS	7	C	P	01-501-317
1.1	3843	MEDICAL ADVISORY BOARD RECORDS (NO'S ONLY) CASE # ORDER	6M	1Y6M	2	C	P	00-501-312
1.1	4570	CERTIFICATION SCHOOL FILES	1		1	O	P	*=CONTENTS OF FILES ARE OPEN EXCEPT FOR SOCIAL SECURITY INFORMATION. FILES ARE MICROFILMED AFTER ONE YEAR
1.1	4571	CERTIFICATION SCHOOL FILES	5		5	O	M	*=FILE CONTENTS ARE OPEN EXCEPT FOR SOCIAL SECURITY NUMBER
1.1	4913	TRAINING RECORDS (COURSE COMPLETION CERTIFICATES, GRADE ROSTERS, COURSE APPROVAL, DIS RESP, COURSE EVALS.	1	6	7	O	P	92-501-121
1.1	5405	EMS PROVIDER RECORDS	2	4	6	O	P	93-501-139
1.1	5819	DISASTER SERVICES & REPORTS	FE+1		FE+1	O	P	

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1.1	5820	TRAUMA FACILITY DESIGNATION FILES	AC+3	3	AC+6	O	P	02-501-332
1.1	5821	TRAUMA SERVICE AREA FILES	US	4	US+4	O	P	
1.1.	2025	COUNTY RECORD FILES (RPP)	US		US	O	P	RPP=RELOCATE POPULATION PLAN
1.1.	2026	RPP QUARTERLY REPORTS	3		3	O	P	
1.1.	2221	EMS CERTIFICATION RECORDS (TRAINING & TESTING)	6 MO.	6YR6M0	7 YR	C	P	90-501-048
1.1.	2236	TEST ANSWER SHEETS (COMPLETED)	4		4	C	P	
1.1.	2237	ROSTERS (SCHOOLS FOR CERTIFICATION)	AV		AV	O	P	
1.1.	2241	TEST EVALUATION SUMMARIES	4		4	C	P	
1.1.	2243	SUBSCALES TEST RECORDS	4		4	C	P	CONTENTS OF SUBSECTIONS OF TESTS
1.1.	4659	MAB MASTER FILES	2		2	C	O	MAB=MEDICAL ADVISORY BOARD; PAPER AND MICROFILM. MICROFILMING IS BEING DISCONTINUED.
1.1.	4660	CASE LISTS (SUPPLIED BY DEPARTMENT OF PUBLIC SAFETY FOR INVESTIGATION)	CE+3		CE+3	C	P	
1.1.	4663	SCHOOL RECORDS (CONTINUING EDUCATION CLASSES)	5		5	O	P	
1.1.	4666	MAB MASTER NAME FILE (DRIVER'S LICENSE FILES)	75		75	C	E	
1.1.	4746	EMS MODEL DATA (EMS MODELS)	AV		AV	O	P	
1.1.	4914	CERTIFICATIONS RECORDS (APPLICATIONS)	3 MOS.	6YR 9M	7	O	P	92-501-122
1.1.002	2387	CE AUDITS	AC+6 MOS	2Y6MO	AC+3	C	P	01-501-313. AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS.
1.1.006	4531	COMPLAINT FILES	AC+2		AC+2	O	P	AC= FINAL DISPOSITION OF COMPLAINT

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1.1.007	4664	CORRESPONDENCE, ADMINISTRATION (ALL AREAS)	3		3	O	R	P	X		
1.1.008	3588	GENERAL CORRESPONDENCE (EMS STANDARDS)	1		1	O		P			
1.1.008	4574	CORRESPONDENCE, GENERAL (ALL AREAS)	1		1	O		O		SOCIAL SECURITY NUMBERS REFERRED TO IN CORRESPONDENCE ARE CONFIDENTIAL. PAPER & ELECTRONIC RECORDS	
1.1.010	5822	DIRECTIVES	US+1		US+1	O		P			
1.1.013	1006	CALENDARS/SCHEDULES	CE+1		CE+1	O		P			
1.1.020	4644	OPEN RECORDS REQUESTS - APPROVED	AC+1		AC+1	O		P			
1.1.021	4661	OPEN RECORDS REQUESTS - DENIED	AC+2		AC+2	O		P			
1.1.024	2048	EMERGENCY MANAGEMENT STATE 5 YR. STATE PLAN	AC+3		AC+3	O	R	P			
1.1.024	4755	PLANNING RECORDS (BOUND VOLUMES, AUDIOVISUALS)	AC+3		AC+3	O	R	O			
1.1.025	2038	POLICIES & PROCEDURE MANUALS	US+3		US+3	O	R	P	X		
1.1.025	2231	EMERGENCY MEDICAL TRAINING (DEFIBRILLATION)	US+3		US+3	O	R	P	X		
1.1.027	5823	PROPOSED LEGISLATION	AV		AV	O		P			
1.1.040	2044	SPEECHES	2		2	O	R	P			
1.1.040	4606	CONFERENCE PAPERS	2		2	O	R	P			
1.1.043	5824	TRAINING MATERIALS	US+1		US+1	O		P			
1.1.057	1343	TRANSITORY INFORMATION	AC		AC	O		O		PAPER, ELECTRONIC/AC=PURPOSE OF RECORD HAS BEEN FULFILLED.	
1.1.058	2039	MEETING AGENDAS	PM		PM	O	A	P			

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1.1.058	2050	MEETING MINUTES (TEMSAC, TTAC, PEMSAC, EHCAC)	PM	PM	O	A	P				TEMSAC=TEXAS MEDICAL SERVICE ADVISORY COUNSEL
1.1.065	1001	REPORTS, STUDIES, AND SURVEYS-RAW DATA	AV	AV	O		P				
1.1.066	2042	ANNUAL REPORTS - NON-FISCAL	AC+6	AC+6	O	A	P				
1.1.067	4762	REPORTS, ADMINISTRATIVE	3	3	O	R	P				
1.1.069	2056	REPORTS, EMPLOYEE WORKLOADS	1	1	O		P				
1.3.001	4757	AGENCY PUBLICATIONS	AC/US+5	AC/US+5	O		P				FOR NEW PUBLICATIONS PRINTED AT HHS PRINTING, HHS PRINTING SENDS COPIES TO STATE PUBLICATIONS CLEARINGHOUSE/TDH LIBRARY. FOR NEW PUBLICATIONS PRINTED ELSEWHERE, COPIES ARE SENT TO BUREAU OF RESOURCE MANAGEMENT (HHS PRINTING) FOR DISTRIBUTION TO CLEARINGHOUSE/LIBRARY.
1.3.002	2245	TEST MASTERS & WORK-UPS	AV	AV	C	R	P				
1.3.002	4756	EMS MAGAZINE DEVELOPMENT FILES (BACKGROUND MATERIAL, DRAFT COPIES ARTWORK, PHOTO NEGATIVES, PRINTS, ETC.) THIS INCLUDES WORK PERFORMED INHOUSE & OUTSIDE THE AGENCY.	AV	AV	O	R	O				
2.1	3788	Y2K PROBLEM-SOLVING DOCUMENTATION	6	6	O		O				PAPER, ELECTRONIC
2.1.002	5825	EMS CERTIFICATION & OTHER COMPUTER MASTER FILES	AC	AC	O		E	X			
2.1.007	5829	SOFTWARE PROGRAMS-EMERGENCY INFO SYSTEM	AC	AC	O		E	X			
3.1.001	1344	APPLICATIONS FOR EMPLOYMENT-NOT HIRED	2	2	O		P				MAY CONTAIN CONFIDENTIAL INFORMATION
3.1.014	4911	EMPLOYMENT SELECTIONS - INTERVIEW NOTES & DOCUMENTS OF SELECTION PROCESS	2	2	O		P	X			MAY CONTAIN SOME CONFIDENTIAL INFORMATION

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3.1.019	5826	PEFORMANCE JOURNALS	2		2	O	P			MAY CONTAIN SOME CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTRINE.
3.1.020	1342	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5	O	P			MAY CONTAIN CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTRINE. AC=TERMINATION OF CORRECTIVE ACTION
3.1.022	4750	PERSONNEL INFORMATION/ACTION FORMS	2		2	O	O			PAPER, ELECTRONIC
3.1.023	4668	JOB DESCRIPTIONS	US+4		US+4	O	P	X		
3.2.002	4626	PAYROLL AFFIDAVIT CERTIFICATIONS & WARRANT LISTINGS	4		4	O	C	X		
3.3.023	4651	REIMBURSABLE ACTIVITIES, REQUESTS AND AUTHORIZATIONS TO ENGAGE IN	FE+3		FE+3	O	P			
3.4.004	5023	OVERTIME AUTHORIZATION	2		2	O	P			
3.4.006	2061	TIME CARDS AND TIME SHEETS	4		4	O	O			PAPER, ELECTRONIC; 40 TAC815.106(i)
3.4.007	4601	TIME OFF/SICK LEAVE REQUESTS	FE+3		FE+3*	O	O			PAPER, ELECTRONIC
4.2.002	5827	CASH RECEIPTS	FE+3		FE+3	O	P			
4.3	4615	PROGRAM & REGIONAL BUDGET & EXPENDITURES JOURNALS	FE+3		FE+3*	O	P			
4.5.001	5828	FISCAL WORKSHEETS	FE+3		FE+3	O	E			
4.5.002	4612	MONTHLY & ANNUAL FINANCIAL REPORTS	FE+3		FE+3*	O	O			PAPER & ELECTRONIC
4.5.006	5801	ANNUAL OPERATING BUDGETS	FE+3		FE+3	O	P			
4.7.008	5830	FEDERAL GRANT INFORMATION ON FILE	AC+3		AC+3	O	P	X		

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5.1.001	4763	GRANTS - CONTRACTS, APPLICATIONS, ETC. (SEXUAL ASSAULT PROGRAM)	AC+4	AC+4	O	P	X
5.1.004	2041	MAIL AND TELECOMMUNICATIONS LISTINGS	US	US	O	P	
5.1.004	4751	MAILING RECORDS, (SUBSCRIPTIONS TO EMS MESSENGER)	US	US	O	P	
5.1.007	4645	REQUISITIONS FOR IN-AGENCY COPY/PRINTING SERVICES	AV	AV	O	P	
5.1.015	2037	CORRESPONDENCE LOG BOOK	1	1	O	P	
5.2.016	5831	INVENTORY SYSTEM UPDATE LISTINGS	AC	AC	O	P	
5.3	4411	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+4	FE+4	O	P	
5.3.008	5833	PURCHASING LOGS	FE+3	FE+3	O	P	
5.4	2034	DISASTER INCIDENT REPORTS	AC+3	AC+3	O	P	
5.4.013	2031	DISASTER PREPAREDNESS AND RECOVERY PLANS	US	US	O	P	X
5.6.006	5834	OPERATION LOGS-VEHICLES	1	1	O	P	

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